1. Has responsibility for administration of function been officially assigned?

2. Is program located organizationally when it can be conducted effectively?

3. Has appropriate personnel time been alloted?

4. Is program co-ordinated with other phase of Management?

5. Is program promotion carried on actively?

6. Is there adequate analysis of Forms and related procedures?

7. Are proposed revisions in Forms reviewed and analyzed?

8. Is there a continuing analysis of established Forms and related procedures?

9. Are adequate Forms Management records kept?

10. Is personnel trained professionally?

11. Is Reference material available?

12. Are periodic reports of progress and status made to top management?